

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: CONTRACT ADMINISTRATOR I	JOB VACANCY POSTING NO.	23-05
	POSTING DATE:	9/16/05 Rev: 10/21/05
EMPLOYMENT STATUS EDIC Employee	EXTERNAL DATE:	9/29/05
	POSITION FILLED:	
DEPT/DIV: YOUTH & HUMAN SERVICES	DATE:	
	NAME:	

SUMMARY: Under the direction of the Program Manager, JCS/YHS, monitor the direct service programs provided by community based organizations (CBO's) under contract with the Jobs and Community Services (JCS). Ensure delivery of content and quality of services. Initiate and conduct site visits; to observe program operations; establish and maintain relationships with contractor representatives. Analyze situations; provide resolution and follow up. Monitor contract activities and transactions, prepare reports; train and provide technical assistance to CBO's. Assist with RFP issuance; read and score proposals; assist with contract negotiations; provide input on funding decisions; assemble contract documentation. May initiate contract amendments; ensure accuracy and maintenance of contract files.

Monitor provider services to ensure delivery of the content and quality of services contracted through quarterly reports, site visits, regular program contact, technical assistance and corrective action meetings.

Review programs in a cost reimbursement system and assist in identifying performance or budget inaccuracies on a monthly basis. Assist in solving problems between A&F and contractors.

Analyze situations/invoices when problems arise, take initiative to work creatively toward resolutions and provide follow-up to contractors.

Train and provide technical assistance to contractors regarding grant administrative requirements, grant eligibility/contract performance standards, program design, outreach and client enrollment procedures and invoice processing.

Review and approve program invoices, and coordinate problem resolution with A&F/Budget & Finance department and contractor. Ensure reimbursement accountability by monitoring contractor compliance with all applicable funding source and Agency requirements.

Establish and cultivate effective working relationships with contractor representatives. Initiate and conduct periodic site visits and /or attend events to observe program operations, meet contractor representatives and strengthen relationships.

Assist with RFP issuance. Read and score proposals; assist with contract negotiations; provide input on funding decisions and assemble all appropriate contract documentation. Initiate contract amendments as needed.

Ensure that contract files are complete and maintained in accordance with standards and/or funding source requirements.

Prepare site visit reports and quarterly report reviews for each assigned contract, ensuring accuracy of data and budget information. Assist with the annual preparation of contract manual and forms.

May represent EDIC/JCS at meetings and conferences.

Compose and prepare correspondence between assigned unit and contractors, state and local agencies, and others.

Perform other related duties as required.

QUALIFICATIONS: Work requires the completion of an Associate's degree in Human Services or related field or equivalent, plus two years experience in a community based organization or related field. Grant management experience would be helpful. Requires proficiency in the monitoring of a portfolio of contracts within a program area. Strong writing, organizational and time management skills are required as well as knowledge of office software and basic bookkeeping or math skills. Some familiarity with Boston's neighborhoods is preferred.

GRADE: 15

HIRING RANGE: \$36, 231.31 - \$42, 756.14

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US **Fax:** 617-918-5458

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BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.